**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**
**OFFICE OF THE STATE FIRE MARSHAL**
**RUBEN GRIJALVA, STATE FIRE MARSHAL**

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# CALIFORNIA CODE ADOPTION

## Core Committee Conference Call
## December 13, 2005, 10:30 a.m.

## Meeting Notes

**PARTICIPANTS**:
> David Casey, DSA
> Christina Jamison, FPO
> Stephan Keifer, CALBO
> Lorin Neyer, OSHPD
> Dennis Richardson, CALBO
> Buster Scholl, CALBO

**CDF/SFM STAFF:**
> Dan Najera
> Penny Nichols

The Office of the State Fire Marshal (SFM) conducted the conference call meeting to discuss updates and current issues/concerns.

**APPROVAL OF MINUTES:**

The December 5, 2005 Core Committee meeting notes had been distributed electronically by Dan Najera. The attachment referenced in Item 4 (regarding the upcoming schedule of meetings, including three Stakeholders meetings) will be forwarded by Dan to the Core Committee, noting that these dates are tentative and will not be posted until dates are finalized.

The reference to criteria for equivalency (the seven philosophical points) could not be located by Dan while reviewing the PowerPoint presentation and, therefore, were not included. Dan will consult with Leslie Haberek to locate these points.

Dan Najera will finalize and post the minutes.

**DISCUSSION:**

**E-Solutions Access**: Dan Najera will contact Rick Carole to ask if subsequent training is scheduled for those who could not attend the previous sessions. For access to the E-Solutions, all users should register (if they have not already done so) and look for a return email from CS@citations.com giving their assigned username and password for "read only" access.

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**Workgroup Formatting Instructions:**  Dan Najera had distributed to the Core Committee, via email, the draft formatting instructions that were discussed during the December 5<sup>th</sup> meeting and further edited to be approved by the Core Committee before distribution.  Reference to the statement that the Core Group has had opportunity to review preliminary drafts from the workgroups may not be true and in need of revision. These guidelines will be offered to the workgroups and reflect instructions that were discussed from the beginning and throughout the process.  "Guidelines" should be emphasized, rather than "directions".  Dan asked Dennis Richardson to forward any recommended revisions, via email, to Dan for consideration. Buster Scholl suggested the use of a cover letter to explain the purpose of the guidelines.  Dan asked that any other suggested revisions be forwarded to Dan for possible inclusion.  Christina Jamison stressed the importance of distributing these guidelines as soon as possible with little more time for wordsmithing.

**Code Adoption Work Plan:**  Dan Najera advised that the Code Adoption Work Plan is posted on the website.  It had been suggested that the area and height subgroup be identified on the work plan chart, therefore, it will be listed as another workgroup.  Other revisions to the web will identify John Donelan as the Co-Leader for I-2 and I-3s; the I-1, R-4 workgroup will be under Rick Terry and Rocque Yballa.  The S and U Occupancies were combined into a workgroup; the R Occupancy workgroup will include R-1 and R-3s.

**Fixed Guideway Workgroup:**  Dan Najera will ask Assistant State Fire Marshal Kate Dargan to check on the status of leadership for this workgroup with Chief Ruben Grijalva.

**UPCOMING MEETINGS:**

**Core Committee Conference Call Meeting, December 27, 2005:**  The next conference call will be held Tuesday, December 27, 2005, 10:30 a.m. – 12:30 p.m.

**Core Committee Meeting in Sacramento, January 9, 10 and 11, 2006:**  This three-day meeting of the Core Committee will be held at the Office of the State Fire Marshal Headquarters Conference Room, located at 1131 S Street, Sacramento, California.  During this meeting the Core Committee will review the proposed amendments submitted by the workgroups.


*Meeting Notes Submitted by*
*Penny Nichols, Staff Services Analyst*

Approved by:


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